



REQUEST FOR "QUICK FIND" ONLINE RECORDS SEARCH ASSISTANCE

Purpose: Use this form to quickly locate a family, client, alleged perpetrator, specific piece of information, or any entity that DFPS has a legitimate business need to locate. CLEAR and Accurint databases are standard resources for this form. Use [Form 2277](#) Request for Diligent Search to request a more thorough search.

Directions: Complete as much of the form as possible ensuring correct spelling and thorough information is provided. You **must** check the appropriate box in the *Certification* section and email the completed form to [FINDRS](#) with "2004: Quick Find" written in the email subject line. If you have any problems completing this form, email [FINDRS](#) or call (800) 252-3223 and select option #5. Results are returned in 1-3 business days whenever possible.

Note: This search does not meet the legal requirements of a diligent search. Use [Form 2277](#) to request a diligent search.

REQUESTOR'S INFORMATION

Requestor's Name:

Requestor's Phone Number:

SEARCH SUBJECT INFORMATION

IMPACT Case ID:

PID:

Region:

County:

If search subject is not the client in the case, describe the subject's relationship to client:

Known Full or Partial Name or Aliases:

Date of Birth or Approximate Age:

Social Security Number:

Enter Current or Last Known Address Below

Street Address (apartment # if applicable):

City:

County:

State:

Zip:

Current or Last Known Phone Number:

What are you looking for (i.e. address, phone number)?



CERTIFICATION

I certify that a legitimate DFPS business need exists for the requested "Quick Find" online records search, in the following area: ☐ CPS ☐ CPS-NYTD ☐ CPI ☐ CCI ☐ APS ☐ ACCOUNTING ☐ LEGAL ☐ EMR ☐ Other

If other is checked, you must include your department or an explanation for this search: